



Guinea

B.P. 1927

Conakry, Guinea
West Africa

United States Peace Corps in Guinea

Personal Services Contractor (PSC) Vacancy Announcement

VACANCY PSC-06-2015

OPEN TO: All Interested Candidates
POSITION: **Training Site Coordinator**
OPENING DATE: April 06, 2015
CLOSING DATE: April 19, 2015
WORK HOURS: Full-time: 40 hours/week

The US Peace Corps is seeking a candidate for the position of **Training Site Coordinator** based at the Peace Corps Training Center in Dubreka, Guinea.

POSITION FUNCTION

Under the direct supervision of the Deputy Director of Programming and Training (DDPT), the incumbent will work in coordination with the Administrative and Financial Assistants (AA & FA respectively) and the Conakry based General Services Manager and to ensure effective and efficient operations of Dubreka Training Center.

S/he will also be in charge of the general administrative oversight of the Training Center including management of general services staff duties and vendor relationships to support a professional work environment.

This is a multi-functional position requiring a high degree of energy, flexibility. Due to the myriad of duties required, the **Training Site Coordinator** will need an inborn sense of prioritization, planning and attention to detail and the ability to efficiently delegate and can reasonably expect to work some evening, holiday and weekend hours.

S/he is authorized to operate PC vehicles to perform work within the scope of outlined duties and act as an Occasional Money Handler (OMH)*.

The complete job description can be obtained by writing to pcguineejobs@gn.peacecorps.gov.

QUALIFICATIONS REQUIRED

NOTE: All applicants must address each selection criterion detailed below with specific and comprehensive information supporting each item in their application or in a cover letter.

(All applicants must meet all the requirements listed below in order to be considered for subject position):

➤ A. EDUCATION:

- University Degree equivalent to bachelor's degree preferably in logistic or in Management or a related field of study.

➤ **B. PRIOR WORK EXPERIENCE:**

- Two to five years prior experience as a Logistician preferably in an international and/or community development program within a cross-cultural setting.
- Prior experience with organizing, planning and systems management (equipment, inventory, food, properties, vehicle and supplies) is desirable.

➤ **C. SKILLS, KNOWLEDGE AND ABILITIES:**

- Very good computer skills with Microsoft Office programs (Word, Excel, Power Point, Outlook);
- Must have experienced based knowledge of: office administrative procedures, modern office technologies, staff working relationships in a professional setting, professional communication standards and protocols.
- Must be able to work under pressure and respond to a wide variety of inquiries.

➤ **D. LANGUAGE:**

- Excellent verbal and written communication skills in French and good English, proficiency in two of the local languages would be a plus.

HOW TO APPLY:

Interested applicants for this position must submit the following or the application will not be considered:

1. A completed application for U.S. Federal Employment (OF-612). The form must be completed in English. A copy of this form may be obtained by writing to pcguineejobs@gn.peacecorps.gov
2. A resume or C.V.
3. Three professional references.
4. A cover letter
5. Any other documentation (e.g., essays, certificates, awards, copies of degrees earned) that addresses the qualification requirements of the position as listed above.

SUBMIT APPLICATION TO:

Attention: **Director of Management and Operations**

pcguineejobs@gn.peacecorps.gov

Applications will only be accepted by e-mail to pcguineejobs@gn.peacecorps.gov. Applications must be received no later than April 19, 2015 at 00:00 hrs.

The United States Peace Corps is an Equal Opportunity Employer